



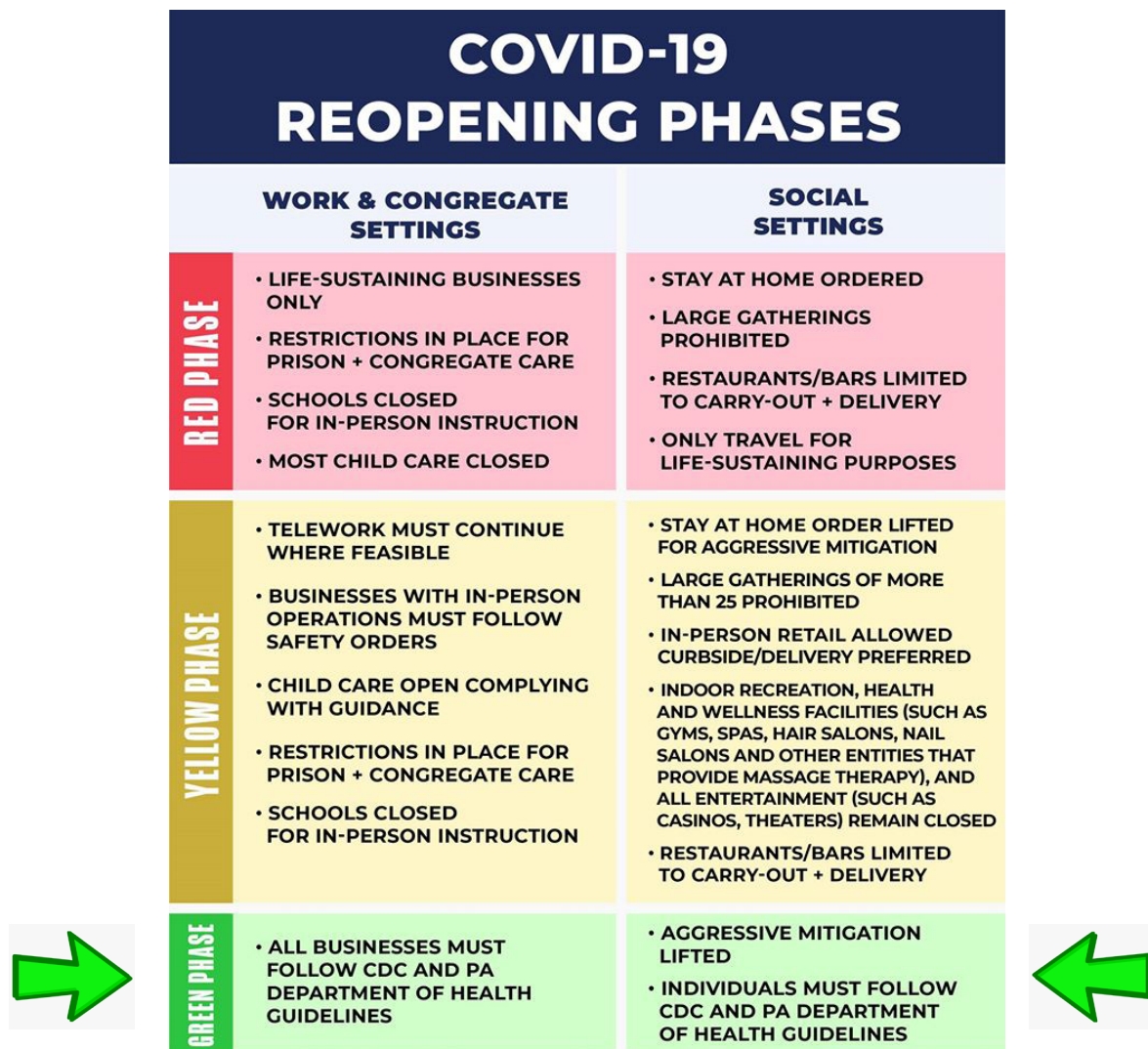
# MECHANICSBURG CHAMBER OF COMMERCE

*The Strength of One. The Power of Many.™*

## COVID-19 *Green Phase Guide*



The Mechanicsburg Chamber of Commerce hopes this compilation serves as a helpful guide as our area moves to the green phase. We are all in this together, and we are here for you! Please let us know how we can help you.



The **green phase** eases most restrictions by lifting the stay-at-home and business closure orders to allow the economy to strategically reopen while continuing to prioritize public health.

While this phase will facilitate a return to a “new normal,” it will be equally important to continue to monitor public health indicators and adjust orders and restrictions as necessary to ensure the spread of disease remains at a minimum.

### Work and Congregate Settings Restrictions

- Continued Telework Strongly Encouraged
- Businesses with In-Person Operations Must Follow Updated Business and Building Safety Requirements
- All Businesses Operating at 50% Occupancy in the Yellow Phase May Increase to 75% Occupancy
- Child Care May Open Complying with Guidance
- Congregate Care Restrictions in Place
- Prison and Hospital Restrictions Determined by Individual Facilities
- Schools Subject to CDC and Commonwealth Guidance

### Social Restrictions

- Large Gatherings of More Than 250 Prohibited
- Restaurants and Bars Open at 50% Occupancy
- Personal Care Services (including hair salons / barbershops) Open at 50% Occupancy and by Appointment Only
- Indoor Recreation, Health and Wellness Facilities, and Personal Care Services (such as gyms and spas)
- Open at 50% Occupancy with Appointments Strongly Encouraged
- All Entertainment (such as casinos, theaters, and shopping malls) Open at 50% Occupancy
- Construction Activity May Return to Full Capacity with Continued Implementation of Protocols

# Protect Employees

All businesses conducting in-person operations as permitted in each respective Phase must do the following:

- **Clean and disinfect** high-touch areas frequently and continue to regularly clean all other areas of the building(s);
- Establish and implement a plan **in case the business is exposed to a probable or confirmed case of COVID-19, that includes:**
  - **Securing and decontaminating** the affected areas by:
    - Closing off areas visited by the person who is a probable or confirmed case of COVID19;
    - Opening outside doors and windows and using ventilation fans to circulate air in the area;
    - Waiting at least 24 hours, or as long as practical, before cleaning and disinfecting the affected area;
    - Cleaning and disinfecting all shared areas such as offices, bathrooms, break rooms, shared electronic equipment (tablets, touch screens, keyboards, remote controls) and ATM machines used by the sick person;
  - **Identifying employees** who were in close contact (within about 6 feet for 10 minutes or more) with a person with a probable or confirmed case of COVID-19 from the period 48 hours before symptom onset to the time at which the patient isolated.
    - If any employee who was in close contact remain asymptomatic, the employees should adhere to the practices set out by the CDC in its [April 8, 2020 Interim Guidance](#) for Implementing Safety Practice for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19;
    - If the affected employee becomes sick during the workday, the person should be sent home immediately. Surfaces in the employee's workspace should be cleaned and disinfected. Information on other employees who had contact with the ill employee during the time the employee had symptoms and 48 hours prior to symptoms should be compiled. Others at the workplace with close contact within 6 feet of the employee during this time are considered exposed;
    - Promptly notify employees who were close contacts of any known exposure to COVID19 at the business premises, consistent with applicable confidentiality laws.
  - **Taking each employee's temperature** before they enter the business and sending home those who have a temperature of 100.4 degrees Fahrenheit, or higher. Ensure employees practice social distancing while waiting to have temperatures screened;
  - **Informing employees** that if they have symptoms (i.e., fever, cough, or shortness of breath), they should notify their supervisor and stay home;
  - **Advising sick employees to follow CDC-recommended steps**, including not returning to work until the CDC criteria to discontinue home isolation are met, in consultation with health care providers and state and local health departments;
  - **Employers are encouraged to implement liberal paid time off** for employees who do not return to work for the reasons set forth above.



- **Prevent large groups** from entering or leaving the building by staggering work start and stop times;
- **Limit the number of people in employee common areas**, like locker rooms or break rooms, and ensure these areas are cleaned frequently;
- **Conduct meetings and trainings virtually.** If a meeting needs to be held in person, limit the number of employees to 10 in the **Red Phase**, 25 in the **Yellow Phase**, and 250 in the **Green Phase**, while maintaining a social distance of six feet;
- **Make sure employees have access to soap and water** to wash their hands, hand sanitizer and disinfectant wipes;
- **Provide non-medical masks for employees** to wear at all times and make it mandatory to wear masks while on the work site. Employers may approve masks obtained or made by employees according to [Department of Health](#) policies;
- **Make sure the facility has enough employees** as applicable to follow these protocols and conduct business effectively and safely;
- **Discourage non-essential visitors** from entering the business premises;
- **Communicate these procedures** to all employees to ensure that everyone knows how to be safe.



# Protect Customers and Employees That Serve Public

Any business that serves the public inside a building or other defined area must follow the above guidance and take the additional precautions listed below when conducting in-person operations as permitted in each respective Phase:

- **Conduct business with the public by appointment only**, whenever possible;
- If appointment-only service is not feasible, **limit the number of people inside** the building or defined area to:
  - **Red** and **Yellow** Phase: No more than 50% of the total maximum occupancy for businesses permitted to operate during the Yellow Phase;
  - **Green** Phase:
    - No more than 50% of the total maximum occupancy for businesses that were not permitted to conduct in-person operations in the Red or Yellow Phases; and
    - No more than 75% for businesses that were permitted to conduct in-person operations in the Red and Yellow Phases.
  - Please note, **businesses must still enforce social distancing requirements**, which may limit occupancy below the 50% or 75% maximum capacity as applicable;
- **Modify the hours** of business so that there is enough time to clean and restock;
- **Install shields or other barriers** at registers and check-out areas to physically separate cashiers and customers, or take other measures to maintain social distancing between customers and employees;
- **Encourage customers to use online ordering** by providing delivery or pick-up options;
- **Designate a specific time for people at high risk**, including those over the age of 65 to use the business at least once a week;
- **Require all customers to wear masks** while on the premises. Businesses that provide medication, medical supplies or groceries must provide an alternate, no contact, means of delivering goods for customers who cannot wear a mask.
  - However, individuals who cannot wear a mask due to a medical condition (including children under the age of 2 years per CDC guidance) may enter the premises and are not required to provide documentation of such medical condition
- In retail businesses with multiple check-out lanes, **limit use to every other register**. After every hour, rotate customers and employees to the previously closed registers and clean the previously open registers and the surrounding areas;
- **Schedule handwashing breaks for employees** at least every hour; and
- **Assign an employee to wipe down carts and handbaskets** before the customer uses it.

No business is required to conduct in-person operations, and should not do so, even if it would be otherwise permissible, unless the business is able to do comply with this guidance. Businesses permitted to conduct in-person operations that are unable or unwilling to comply with these requirements may engage in curbside delivery to customers so long as strict social distancing and other mitigation measures are followed.

# Specific Guidelines Applicable to Green Phase

**During the Green Phase**, personal care services, including hair salons and barbershops, operating in the Green Phase counties must comply with the occupancy limitations specified above (no more than 50% of maximum capacity) and must operate by appointment only. Appointments or reservations are strongly encouraged for all indoor recreation and health and wellness facilities such as gyms or spas, and all other businesses where feasible.

Visitation to prisons and hospitals may resume for facilities operating in the counties specified in Section 1(A) above, subject to the determination of the individual facilities which may still limit visitation as necessary based on risk of COVID-19. Visitors who interact with residents and patients must be diligent regarding hygiene. Given the critical importance in limiting COVID-19 exposure in nursing homes, nursing home visitation restrictions will initially remain in place.

## Guidance Specific to Gatherings and Events

Gatherings and events, such as meetings, concerts, conferences, fairs, festivals, sporting events, movie showings or theater performances are subject to specific conditions within each phase of reopening. These conditions require that facilities limit the total number of individuals gathering for each discrete gathering or event within the facility, notwithstanding the maximum occupancy of the facility.

- In the **Red Phase** of reopening, gatherings for a planned or spontaneous event are limited to a maximum of 10 individuals.
- In the **Yellow Phase** of reopening, gatherings for a planned or spontaneous event are limited to a maximum of 25 individuals.
- In the **Green Phase** of reopening, gatherings for a planned or spontaneous event are limited to a maximum of 250 individuals.

# State and Local Governments

Local political units were not explicitly required to suspend in-person operations under the business closure orders issued by the Governor and the Secretary on March 19, 2020. However, they were advised to curtail in-person operations to the extent practicable and to follow COVID-19 mitigation guidance provided by the Department and the CDC. Similarly, local political units are not required to follow the Secretary's building and business safety orders; however, they are advised to implement the protocols that it outlines to the extent practicable.

Although the Commonwealth is not a business that is directly covered by this guidance, Governor Wolf has chosen to implement the practices outlined here where possible as an example for other employers and employees in the Commonwealth. Local political units should use best judgment in exercising their authorities and issuing implementation directives and guidance. All such decisions should appropriately balance public health and safety while ensuring the continued delivery of critical services and functions. Government employees and contractors should continue to operate under the direction of their supervisors.

## Religious Gatherings

Churches, synagogues, temples, mosques and other places of congregational worship are specifically excluded from the limitations established by this Guidance. These institutions are strongly encouraged to institute social distancing and other mitigation measures like masking at their gatherings.

Frequently Asked Questions  
involving application  
of business safety



## Mental Health Help During COVID-19

### Crisis Text Line



Text 'PA'  
to 741741

### National Suicide Prevention Lifeline



1-800-273-8255

### Preventing suicide in PA



preventsuicide  
pa.org/

### Disaster Distress Helpline



800-985-5990

### Get Help Now for substance use disorder



1-800-662-4357

### Veterans in crisis



veterans  
crisisline.net

### PA's support helpline



855-284-2494

### Coping with COVID-19 stress



bit.ly/covid-coping

### COVID-19 resources



mhanational.  
org/covid19

# When to Allow an Employee Back to Work After Having COVID-19

## **Scenario 1: Employee who has fever and cough but NO COVID-19 diagnosis.**

Let's say you have an employee who has had a fever and cough but did not get confirmation they were infected with COVID-19. They have fully recovered from their illness with or without medical intervention. Based on the CDC guidelines, you can allow them to return to work only under all the following conditions:

- At least three days have passed since recovery, with no fever for a minimum of 72 hours. Employees must have no abnormal temperature for 72 hours without the use of any fever-reducing medicines (aspirin, acetaminophen, or ibuprofen).
- Their respiratory symptoms have improved.
- Seven days have passed since the beginning of any symptoms.

## **Scenario 2: An employee who has confirmed COVID-19 but is asymptomatic.**

What about an employee who has been confirmed (tested positive by a medical professional) with COVID-19 but has not become ill due to the virus? They must remain in isolation following their diagnosis. Based on the CDC guidelines, they should be able to return to work only under all the following conditions:

- After at least seven days have passed since the date of their first positive COVID-19 test.
- They have not become ill.
- For an additional three days after they end isolation, they continue to limit contact (stay six feet away) with others.
- They wear a mask or other covering of their nose and mouth to limit the potential of dispersal of respiratory secretions.

## **Scenario 3: An employee with confirmed COVID-19 and shows mild symptoms.**

This is an employee who has been confirmed (tested positive by a medical professional) with COVID-19 and has become mildly or moderately ill due to the virus. These employees were the ones who self-isolated and medicated at home and did not require hospitalization. Based on the CDC guidelines, they should be able to return to work only under all the following conditions:

- At least three days have passed since their recovery, with no abnormal fever for a minimum of 72 hours. Employees must have no significant temperature for 72 hours without the use of any fever-reducing medicines (aspirin, acetaminophen, or ibuprofen).
- Respiratory symptoms have improved.
- No continuing illness: the employee exhibits no symptoms of COVID-19.
- The employee has had two confirmed negative COVID-19 tests, administered by a medical professional and spaced at least 24 hours apart.

## **Scenario 4: An employee who is confirmed to have COVID-19 and requires hospitalization.**

An employee who has been confirmed (tested positive by a medical professional) with COVID-19 and has become ill due to the virus, requiring hospitalization may be at higher risk of shedding (dispersing respiratory secretions) and spreading the infection. The CDC recommends rigorous testing before returning these employees to work since they may experience longer periods of viral detection compared to those with mild or moderate symptoms.

The CDC writes, "Severely immunocompromised patients (e.g., medical treatment with immunosuppressive drugs, bone marrow or solid organ transplant recipients, inherited immunodeficiency, poorly controlled HIV) may also have longer periods of SARS-CoV-2 RNA detection and prolonged shedding of infectious recovery."

# When to Allow an Employee Back to Work After Having COVID-19 (cont.)

## Considerations for High Risk Employees:

For those who have been hospitalized and others in high-risk categories, the contagion may last longer than for others. Further, they suggest, “Placing a patient in a setting where they will have close contact with individuals at risk for severe disease warrants a conservative approach.”

## Returning to Work Guidelines:

The CDC recommends a test-based strategy before returning high-risk and hospitalized employees to work. Employees with conditions that might weaken their immune system may have “prolonged viral shedding after recovery.” The CDC recommends these employees discuss returning to work with their personal health care provider to best assess if they pose no threat to coworkers.

This may include re-testing to verify they are no longer shedding the virus. Businesses should consider each of these staff members on a case-by-case basis, requiring verified testing and return to work authorizations from the worker’s health care professional.

The CDC adds some employers may apply more stringent criteria to allow staff members to return to work, which may be based on whether a “higher threshold to prevent transmission is warranted.” These could include requiring:

- A longer time after recovery before an employee returns to work.
- Requiring employees are tested for COVID-19, then adhering to the guideline’s criteria before they can return.

## How to Manage Customers and Visitors

During the pandemic, employers can change the process to check-in visitors and customers entering their facilities, including collecting extra information from them. Ask them if they have experienced a fever, or have traveled recently to a high-risk area, and store that information in your visitor log. These questions should be asked every time they come to your office, whether they’ve been there before or not. You may potentially want to monitor whether the visitor/customer had any person-to-person-contact during their visit to your office and help you store that information should you want to track risk factors.

You can also add an agreement to your process that asks a series of questions of your visitors before they can complete the check-in process. Here are recommended questions to ask visitors every time they enter a facility:

- Are you experiencing any common flu symptoms, like a fever or cough?
- Have you been in person-to-person contact with someone who has exhibited symptoms, currently is diagnosed, or has been exposed to someone who has exhibited coronavirus symptoms in the last seven days?
- Visited an area where there has been a significant outbreak of the coronavirus with the last seven days?

As part of your re-opening plan, you should have procedures in place to follow if a customer/visitor answers “yes” to any of these questions.

# BEST PRACTICES

## FOR RETAIL FOOD STORES, RESTAURANTS & FOOD/PICK-UP DELIVERY SERVICES DURING THE COVID-19 PANDEMIC

FDA is sharing information about best practices to operate restaurants, retail food stores and associated pick-up and delivery services during the COVID-19 pandemic to safeguard workers and consumers.

This addresses key considerations for how foods offered can be safely handled and delivered to the public. This is not a comprehensive list. FDA encourages consulting the references and links provided below (by CDC, FDA, EPA, and OSHA) for more detailed information. This will be updated as FDA receives further information and inquiries.

- [Managing Employee Health \(Including Contracted Workers\)](#)
- [Personal Hygiene for Employees](#)
- [Managing Operations in a Foodservice Establishment or Retail Food Store](#)
- [Managing Food Pick-Up and Delivery](#)

### BE HEALTHY, BE CLEAN



- Employees - Stay home or leave work if sick; consult doctor if sick, and contact supervisor
- Employers - Instruct sick employees to stay home and send home immediately if sick
- Employers - Pre-screen employees exposed to COVID-19 for temperature and other symptoms



- Wash your hands often with soap and water for at least 20 seconds
- If soap and water are not available, use a 60% alcohol-based hand sanitizer per CDC
- Avoid touching your eyes, nose, and mouth with unwashed hands
- Wear mask/face covering per [CDC](#) & [FDA](#)



- Never touch Ready-to-Eat foods with bare hands
- Use single service gloves, deli tissue, or suitable utensils
- Wrap food containers to prevent cross contamination
- Follow 4 steps to food safety [Clean, Separate, Cook, and Chill](#)

### CLEAN & DISINFECT



- Train employees on cleaning and disinfecting procedures, and protective measures, per CDC and FDA
- Have and use cleaning products and supplies
- Follow protective measures



- Disinfect high-touch surfaces frequently
- Use EPA-registered disinfectant
- Ensure food containers and utensils are cleaned and sanitized



- Prepare and use sanitizers according to label instructions
- Offer sanitizers and wipes to customers to clean grocery cart/basket handles, or utilize store personnel to conduct cleaning/sanitizing

### SOCIAL DISTANCE



- Help educate employees and customers on importance of social distancing:
  - Signs
  - Audio messages
  - Consider using every other check-out lane to aid in distancing



- Avoid displays that may result in customer gatherings; discontinue self-serve buffets and salad bars; discourage employee gatherings
- Place floor markings and signs to encourage social distancing



- Shorten customer time in store by encouraging them to:
  - Use shopping lists
  - Order ahead of time, if offered
- Set up designated pick-up areas inside or outside retail establishments

### PICK-UP & DELIVERY



- If offering delivery options:
  - Ensure coolers and transport containers are cleaned and sanitized
  - Maintain time and temperature controls
  - Avoid cross contamination; for example, wrap food during transport



- Encourage customers to use "no touch" deliveries
- Notify customers as the delivery is arriving by text message or phone call



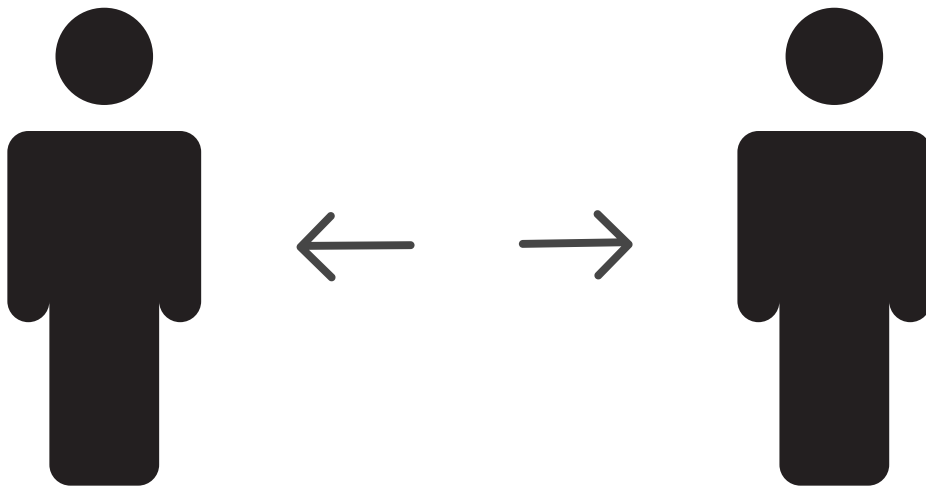
- Establish designated pick-up zones for customers
- Offer curb-side pick-up
- Practice social distancing by offering to place orders in vehicle trunks

# NOTICE

**FOR YOUR SAFETY,  
OCCUPANCY IS  
LIMITED TO  
\_\_PERSONS**



HELP PREVENT THE SPREAD OF COVID-19  
& MAINTAIN YOUR DISTANCE.



PLEASE KEEP 6FT APART

# PROTECT YOURSELF



# AND OTHERS

MASKS ARE REQUIRED UPON ENTRY

# Business Resources

## ***CHAMBER MEMBERS***

### CLEANING & JANITORIAL SERVICES

**Angel Home Solutions**, 6301 Brandy Lane, Mechanicsburg, PA 17050. (717) 620-8917

**Classic Drycleaners and Laundromats**, 5028 Simpson Ferry Road, Mechanicsburg, PA 17055. (717) 766-5112

**Clean Treat Cleaning**, 105 Fieldstone Drive, Carlisle, PA 17015. (717) 448-6824

**Cook's Janitorial Services**, 1366 West Trindle Road, Mechanicsburg, PA 17055. (717) 512-5562

**Cumberland Valley Cleaning**, 718 Olson Drive, Carlisle, PA 17013. (717) 385-7734

**Dalfure Heating Cooling Solar**, 22 8th St, New Cumberland, PA 17070. (717) 774-9480

**Zimmerman's Automotive Tire Pros**, 2234 South Market Street, Mechanicsburg, PA 17055. (717) 766-7656

### PRINTING & SIGNAGE

**Clipper Magazine**, 3708 Hampland Road, Mountville, PA 17554. (717) 215-5910

**DRS Printing Services**, 6 N Grantham Road, Dillsburg, PA 17019, (717) 502-1117

**Hot Frog Print Media**, 118 West Allen Street, Mechanicsburg, PA 17055. (717) 697-2204

**Konhaus Print & Marketing**, 3544 Gettysburg Road, Camp Hill, PA 17011. (717) 731-9456

**LaPerla LLC**, 806 S 29th Street, Suite C, Harrisburg, PA 17111. (717) 561-1257

**Postal Connections**, 5246 Simpson Ferry Road, Mechanicsburg, PA . (717) 766-0335

**The UPS Store**, 275 Cumberland Parkway, Mechanicsburg, PA 17055. (717) 795-8818

## ***STATEWIDE***

### MASKS, THERMOMETERS, HAND SANITIZER, FACE SHIELDS

[PA COVID-19 PPE & Supplies Business-2-Business \(B2B\) Interchange Directory](#)

# Additional Resources

Commonwealth of Pennsylvania: [Phased Reopening](#)

US Chamber of Commerce: [Ready to Reopen: A Playbook for Your Small Business](#)

## RE-OPENING GUIDANCE BY INDUSTRY

Amusement Parks and Attractions: [Suggested Plans for Re-opening Commercial Recreational Attractions](#)

Child Care Centers: [CDC Issued Guidelines](#)

Construction: [State Issued Guidelines](#)

General Office: [AIHA Issued Best Practices](#)

Gyms and Workout Facilities: [AIHA Issued Best Practices](#)

Hair and Nail Salons: [AIHA Issued Best Practices](#)

Lodging: [AHLA Industry-Wide Hotel Cleaning Standards](#)

Manufacturing: [Industry Best Practices](#) & [OSHA Issued Guidelines](#)

Non-Healthcare At-Home Service Providers – Repair and Maintenance: [AIHA Issued Best Practices](#)

Nursing Home and Long-Term Care Facilities: [OSHA Issued Guidance](#)

Passenger Transportation: [OSHA Issued Guidance](#)

Real Estate: [State Issued Guidance](#)

Retail Food Stores: [Industry Best Practices](#)

Retail Pharmacies: [OSHA Issued Guidance](#)

Other Retail Stores – Clothing, Sporting Goods, etc.: [AIHA Issued Best Practices](#)

Restaurants: [Outdoor Dining & Green Dining Guidance](#), [Industry Best Practices Re: Food Safety & PA Restaurant Promise and Best Practices](#)

The Mechanicsburg Chamber of Commerce hopes this compilation serves as a helpful guide. While we try to anticipate your needs as best as possible, please reach out to us for any additional assistance you may need.

